



The City of San Antonio seeks a dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism for the position of:

Assistant Director Animal Care Services



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The Position

Under general administrative direction is responsible for assisting the Animal Care Services Director with the planning, directing, managing, and overseeing the activities and operations of the Animal Care Services Department. Coordinates assigned activities with other City departments and outside agencies and provides highly responsible and complex administrative support to the City Manager's Office. Exercises direct supervision over assigned staff.

San Antonio's Animal Care Services

The City of San Antonio Animal Care Services is the largest, open admission, municipal shelter in South Texas. Serving San Antonio residents, ACS resides on a 14-acre campus boasting a variety of programs and services aimed at encouraging responsible pet ownership and compliance in our community.

The mission of Animal Care Services is "to encourage responsible pet ownership by promoting and protecting the health, safety, and welfare of the residents and pets of San Antonio through education, enforcement, and community partnership. "

Since 2005, the City of San Antonio has taken progressive steps towards implementing more humane practices and programs at Animal Care Services. These innovations have resulted in a significant increase in the Live Release rate. In fact, in December 2015 the City's municipal shelter set an all-time historic record of a 90% Live Release rate. In FY 2016 ACS maintained an 88% Live Release rate average.

The Animal Care Services department has created and implemented a balanced approach to animal services that focus on four strategic priorities:

- Increase the Live Release rate
- Enhance Enforcement
- Control the stray pet population
- Community Education and Outreach

The successful turn-around and innovative improvements made at Animal Care Services have been prominently discussed at the ICMA and the Alliance For Innovation conferences as well as being featured in Animal Sheltering magazine, Best Friends Magazine and NACA news magazine. ACS was the winner of the 2012 ASPCA Rachel Ray \$100K Challenge and a 3rd place finisher in 2014, and awarded the outstanding agency award from the National Animal Care and Control Association 2016.

Qualifications

- Bachelor's Degree from an accredited college or university with major coursework in Public or Business Administration, or related field.
- Three (3) years experience in the management of a large Animal Care Facility to include supervisory experience.
- Valid Class "C" Texas Driver's License.





Knowledge, Skills and Abilities

- Knowledge of the activities and operations of an Animal Care Facility, animal care procedures, practices, and techniques, and knowledge of Federal, State, and local laws and ordinances dealing with animal care activities.
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- An effective and open communicator with strong decision-making skills.
- Possess advanced knowledge of operations management and service delivery programs.
- Possess advanced leadership and management skills.
- Ability to build effective relationships.
- Ability to analyze problems and implement solutions.

The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.4 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The City Government

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single-member geographic districts and the Mayor is elected at-large. The City Council appoints the City Manager.

The Executive Team consists of 32 Department Directors, two Deputy City Managers, three Assistant City Managers, a Chief Financial Officer, and a Chief of Staff. There are over 11,000 City employees.

Job Duties

- Assists with full management responsibility for all department services and activities.
- Assists with planning, directing and evaluating the work of the Animal Care Services staff.
- Assists with managing the development and implementation of department goals, objectives, policies, and priorities for each Animal Care Services division including Enforcement, Live Release, Shelter Operations and the Clinic.
- Assists with the evaluating & recommending changes and improvements to existing standards and procedures including those necessary to help the department increase its Live Release rate.
- Assists with coordinating and overseeing the development of a comprehensive volunteer program to include the expansion of animal adoption efforts.
- Assists with the review and interpretation of Animal Care policies and regulations mandated by, State, and local government entities and oversees the operation of a safe and humane animal euthanasia program.
- Implements procedures utilized in daily operations to ensure direct results are achieved; prepares summary reports for City Officials.
- Responds to questions from the public, City Officials and the media and works with the City's Health Department.

Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

Retirement – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times the employee contribution. Employees become 100% vested after 5 years of service.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Health Care – The City offers two health care plan options. These plans offer employees a choice of deductible, co-insurance and co-payment levels.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

Holidays – 13 Holidays

Executive Car Allowance – Executives receive a monthly car allowance of \$500.

Cell Phone Allowance – Executives receive a monthly cell phone allowance of \$70.

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority. For example, an employee with ten years experience would receive 26 days of combined leave (Personal and Annual).

Relocation Assistance – Available.

To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled. **First review of resumes will Occur November 2.** Please submit your application as soon as possible to ensure you are considered for this position.

Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Joel Jenks, Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
Phone: (210) 207-5173

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure.

The City of San Antonio is an Equal Opportunity Employer.

